

MEMORANDUM FOR : Members, Administration Career Board

SUBJECT : Intake of Junior Officers - The Support Services

REFERENCE : Tab D of the Agenda for the 73rd Meeting of the  
Administration Career Board, same subject

1. The reference (attached) was considered at our 73rd meeting. Submission was deferred pending inclusion of additional requirements from the Offices of Training, Communications and Finance.

2. Since we are all agreed that intake of junior officers through the Junior Officer Training Program is appropriate for most DDS components, I suggest that each of us signify below the number of such trainees desired by our respective Career Services during FY 1965. Accession of these trainees to the Support Services would be subject to the following conditions:

- a. Participation in the selection of candidates by the Support Service concerned,
- b. Continuation of studies to determine optimum requirements for trainees in future years, and
- c. Cooperation on the part of the Support Services in arranging headquarters assignments for Administration trainees.

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C-O-N-F-I-D-E-N-T-I-A-L

DD/S 63-4968

PROPOSED MEMORANDUM

MEMORANDUM FOR : Deputy Director for Support

SUBJECT Intake of Junior Officers - The Support Services

1. This memorandum contains a recommendation for the approval of the Deputy Director for Support. Such recommendation is contained in paragraph 4.

2. The Support Services have in the last few years devised various means for replenishing their professional ranks. The Offices of Logistics and Personnel have developed general programs to recruit and train junior officers within their functional areas of responsibility, an approach similar to that for Junior Officer Trainees entering the Administration Career Service. The Office of Security, gearing its program more directly to estimated attrition, plans training in terms of the requirements of the positions to be encumbered. These programs net the Support Services less than 30 junior officers annually--Personnel and Logistics up to 10 per year, Security about 7 per year and Administration up to 4 JOT's per year. The Office of Communications has a number of programs to attract young professionals, the Office of Training looks to JOT graduates to meet its requirements in rotational assignments, and the Medical Staff seeks its professionals by intensive specialized recruiting. These components, however, are not, in the main, seeking "generalists."

3. The level of recruitment outlined above has not kept pace with need. If the Support Services are to meet requirements levied upon them, a sustained program for the recruitment and training of young personnel must be maintained. Since most of the Agency depends upon the JOT Program in this regard, it would seem logical that the JOT Program perform this service to the maximum practicable extent for the Support Services. Although this avenue of recruitment may not be suitable for medical personnel and for certain scientific and technical personnel in the Offices of Communications, Security and Logistics, it would seem that benefits derived from collaboration with JOTP would far outweigh those from the individual programs now being conducted. Additionally, a larger number of administrative trainees can be accommodated in view of known requirements at the junior levels and the professed willingness of the Support Services to accommodate junior officers in Headquarters assignments subsequent to service abroad. A few years hence, under these arrangements, a group of well-trained professionals should be able to make appreciable contributions in rotational assignments among the Support Services.

C-O-N-F-I-D-E-N-T-I-A-L

YES ONLY

Group 1

Excluded from automatic  
downgrading and declassification

C-O-N-F-I-D-E-N-T-I-A-L

4. It is therefore recommended that the Junior Officer Training Program, Office of Training, be requested to recruit and train up to 55 officers for the Support Services during the coming year, 25 to serve as junior administrative officers and up to 30 to serve with the Personnel, Logistics and Security Career Services. It is further recommended that the Support Services concerned participate in the selection of candidates for training in their particular fields and that the JOT Program be apprised of specialized requirements of all the Support Services so that it may, to the maximum practicable extent, respond to these requirements. It is also recommended that studies be initiated to determine the optimum intake of such officers on an annual basis in the future.

Chairman  
Administration Career Board

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Concur:

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Office of Personnel

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Date

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Office of Security

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Date

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Office of Logistics

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Date

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Office of Training

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Date

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Medical Staff

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Date

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Office of Communications

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Date

Approved:

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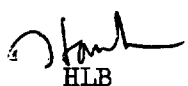
Deputy Director for Support

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Date

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<b>TRANSMITTAL SLIP</b>		DATE 7 Jan 64	
TO: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>			
ROOM NO.		BUILDING	
REMARKS:  The attached is probably a bit unorthodox. As it is set up, you would sign for the Admin Board and also sign the memorandum.  <div style="text-align: center;"> HLB</div>			
FROM:			
ROOM NO.		BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)

**SECRET**

20 FEB 1964

**MEMORANDUM FOR: Chairman, Administration Career Board**

**SUBJECT : Requirements for Junior Officer Trainees  
in the Office of Security During FY 1965**

1. We have discussed the requirements for Junior Officer Trainees in the Security Career Service during FY 1965 at a recent meeting of the Office of Security Career Board.

25X1 2. As you know, we are able to more than fulfill our requirements for professional trainees in the investigative and physical security fields through a continuing recruitment program conducted by our [redacted] Recruitment through this means has been most successful in providing us with young and capable candidates for employment who have had backgrounds in investigative and criminological fields. We appreciate that the estimates of the total number of Junior Officer Trainees needed for assignment in the Security Career Service are based on the professional rate of attrition in the Office of Security. However, because of our need to continue the independent recruitment of personnel in the more conventional security fields, we have restricted our need for Junior Officer Trainees during FY 1965 to a total of three. These would be selected to fill positions in our technical division where education and training in the scientific and technical aspects of electronic developments are required.

SIGNED

[redacted]  
Deputy Director of Security

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6-11-64

**SECRET**



CONFIDENTIAL

10 JAN 1964

FOR: Chairman, Administration Career Board

SUBJECT: Intake of Junior Officers

1. Our program to recruit officer trainees for the Office of Logistics has been in effect for two years. Our goal is to recruit ten such officers annually who will constitute the prime source of input for potential "generalists" in the Logistics field. Our quota is based on projections designed to maintain a healthy age curve as well as contribute to the vitality of our Career Service. Our projection also allows for the possibility that some trainees will, some years hence, be selected for assignment to positions within the cognizance of other career services.

2. If the Administration Career Board should effect a sharp increase in the intake of Junior Officer Trainees, we must assume that eventually there will be a resulting decrease in the number of Logistics Careerists assigned to SA positions. We may therefore find it necessary to reduce our own input slightly. We believe, however, that the Administration Career Board should give consideration to the value of technical skills achieved through extensive experience attained in substantive areas such as Logistics and other support activities. We support the concept that the effective development of "generalists" involves extensive knowledge of at least one substantive activity. It is suggested, therefore, that the Administration Career Board give consideration to conducting the major portion of its recruitment from among qualified personnel already on-board with various support services. In any event, Logistics will find it difficult to accommodate more than its present quota of trainees and should not be counted on to arrange for Headquarters assignments of officer trainees selected for training under other services unless exchanges can be arranged.

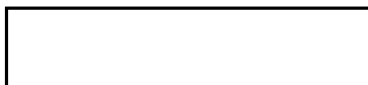
3. We are in general agreement with the proposed that the Support Services recruit through the Junior Officer Training Program. Our only reservation stems from concern that our quota might

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**SUBJECT: Intake of Junior Officers**

might not be met or that candidates we consider desirable may be diverted. However, while our present system appears to be meeting our needs, we are willing to participate in a consolidated program in the expectation that the revised approach offers room for improvement.



**Deputy Director of Logistics**

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